

MoSTEP Interview Plan

Name of person to be interviewed:

Time and Place:

Standards to be addressed:

Planned Questions:

Format of the interview:

- 1) **Warm-up** – Make the interviewee feel comfortable and provide any necessary background on the purpose of the interview.
- 2) **Core** – Focus questions on the standards for which information is being sought. Follow-up initial questions as necessary. Take notes. Listen carefully.
- 3) **Exit Summary** – Summarize principal findings. Thank the interviewees for his/her/ their time.

Guidelines for Interviewing

- Don't report findings in the interview; rather, use the information to form questions to find out why the findings resulted from the program review.
- Do be aware of the anxiety that interviewees may have. Make them as comfortable as possible during the warm-up period.
- Don't talk about "back home" where you do it right or wrong, but different from the institution being visited
- Do focus the interview on the standards.
- Don't dwell on matters about which you are merely curious, but which are not related to the standards. Stay an extra afternoon if you would like to learn more about these activities.
- Do keep the interview within the time limits for which it is scheduled
- Don't make your questions too terse and be able to explain what information you are seeking.
- Don't ask yes or no questions. Rather do ask probing questions to learn how standards are being addressed.
- Don't quote faculty members or others who have made statements that contradict what the interviewee has said.
- Do keep written notes on the key points made during the interview and summarize them at the end of the interview.
- Don't be confrontational in seeking the data needed by the team to make informed professional judgments.
- Do take a leadership role in planning who will be interviewed and the questions to be asked.
- Do ask institutional representatives to leave the room while students, cooperating teachers, faculty, and others are being interviewed.
- Do assure interviewees that the confidentiality of their comments will be preserved and valued.
- Do make use of teaching techniques appropriate for large class instruction during group interviews.
- Do work in interviewing pairs as much as possible. When state members and observers are working with the BOE team, a state representative and BOE members should be paired when possible